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## **About This Employee Report**

**Survey Background** – One of the main goals of Army is to be judged the employer of choice by its civilian employees. For over 25 years, Army has periodically surveyed the morale of its workforce. In 2003 Army implemented a web-based version of the Army Civilian Attitude Survey. Over 33,000 employees and close to 7,000 supervisors "logged on" and completed the survey. The Internet survey method allowed Army to conduct a census of its entire US-citizen, appropriated and non-appropriated fund, civilian workforce. What follows are the results from this survey.

**Employee Survey Content –** The Army Civilian Attitude Survey for <u>Employees</u> is composed of a series of core and supplemental items.

**Composites** – The survey includes a number of scaled items that were grouped in 18 composites. Each composite is made up of multiple items. In the table below are the composite labels, the items (in parentheses) and a brief composite description.

Composite Label	Composite Description
Satisfaction with "Civilian Personnel" Service (q2-q13)	Employees' overall satisfaction with the level of service received from personnel.
Satisfaction with Job (q14-q18)	Employees' satisfaction with their current job.
Satisfaction with Career (q19-q21)	The extent to which employees recommend their career to others.
Satisfaction with First Line Supervisor (q22-q29)	Employees' relationship with their first line supervisor (interaction, competence, support for employee, etc.).
Satisfaction with Management (q30-q34)	Employees' satisfaction with upper-level management (second line supervisor and above).
Satisfaction with Job Placement/Promotion System (q35-q38)	Perceptions of promotion processes (e.g., fairness) and outcomes (e.g., quality of candidates).
Satisfaction with Awards and Recognition (q39-q42)	Extent to which employees feel they are personally recognized and that others are fairly awarded.
Satisfaction with Discipline/Grievances/ EEO Procedures (q43-q46)	Employees' perceptions of how they and others are treated with regard to grievance and disciplinary procedures.
Satisfaction with Work Group (q47-q49)	Employees' assessment of work group on cooperation, effectiveness, and efficiency.
Satisfaction with Training and Development (q50-q52)	Satisfaction with the amount of training employees have received and the level of support they receive for additional training.
Satisfaction with Fairness (q53-q58)	Employees' perceptions that others are treated fairly, regardless of gender or race, and that they can report instances of discrimination without fear of retribution.
Satisfaction with Physical Conditions (q59-q61)	Employees' satisfaction with safety and physical working conditions.
Civilian Workplace Morale (q14-q38)	Composite of satisfaction with job, career, first line supervisor, management (second line supervisor and above), and job placement/promotion system.

Composite Label	Composite Description
Your Organization (q62-q74)	Employees' assessment of the work environment (e.g., good working relationships, support, communication, empowerment, productivity, resources, etc.).
Performance Culture (q75-q77)	Extent to which employees feel that the culture supports high performance.
Strategic Planning (q78-q80)	Employees' perceptions of communication and effectiveness of planning in their organization.
Customer Satisfaction (q81-q83)	Employees' assessment of customer interactions and their satisfaction with products and services of work group.
Diversity (q84-q85)	Extent to which all civilian employees are valued and work together, regardless of differences (e.g., gender, race, religion).

**Supplemental Items** – In addition to the core items and their composites, the civilian attitude survey included a series of *supplemental* items that dealt with specific issues:

- Harassment (q86-q88)
- Army Knowledge Online (AKO) (q89-q91)
- Army Civilian Personnel OnLine (CPOL) Applications (q92-q95)
- Family Friendly Flexibilities (q96-q102)
- Career/Retirement Plans (q103-q107)
- Feedback on Survey Results (q108-q109)

However, because these supplemental items included both nominal (e.g., yes/no) and scaled (5=Strongly Agree, 4=Agree....) response options, composite scores were not computed.

Results for all items (core and supplemental) can be seen in the item detail section of the report – immediately following the composite summary pages.

**Response Rates** - Participants were asked to complete their surveys and return them electronically to Army, which then forwarded the data to an independent research and consulting firm for processing. Of the approximately 213,547 Army civilian appropriated fund employees and supervisors who were invited to complete the attitude survey, 39,950 returned surveys for a 19% response rate. The response rate for Total Army allows results to be generalized at a 95% confidence level to ±0.4 percentage points. This means that if 60% of the survey respondents are satisfied with a particular item, we can be very confident (95% sure) that between 59.6% and 60.4% of the civilian employee population hold the same view.

For Army civilian appropriated fund employees, the results are similar. Of the 187,078 employees who were invited to complete the survey, 33,034 responded for a response rate of 18%. This yields a margin for employees of ±0.5 percentage points. This means that the data presented in this report <u>are</u> generalizable to the population of Army civilian employees.

In the table on the next page, this same information is presented by MACOM, Region, Race, Pay Plan, Gender and NAF.

	Population**	Responses	Response Rate	Margin +/-
Total Army***	187,078	33,034	17.66%	0.5
AMC	46,287	6,724	14.53%	1.1
FORSCOM	10,808	1,999	18.50%	2.0
MEDCOM		3,609	13.69%	1.5
TRADOC	15,626	3,596	23.01%	1.4
USACE	32,596	8,451	25.93%	0.9
USAREUR	7,052	791	11.22%	3.3
OTHER	48,341	7,863	16.27%	1.0
	Population**	Responses	Response Rate	Margin +/-
Europe	11,017	1,456	13.22%	2.4
Korea	1,598	209	13.08%	6.3
North Central		al 31,626 4,400		1.4
Northeast		6,481	17.18%	1.1
Pacific	6,320	821	12.99%	3.2
South Central	35,746	6,822	19.08%	1.1
Southwest	32,255	7,826	24.26%	1.0
West	30,014	4,984	16.61%	1.3
	Population**	Responses	Response Rate	Margin +/-
Non-Minority	126,621	25,633	20.24%	0.5
Minority	52,889	6,970	13.18%	1.1
GS	156,364	30,016	19.20%	0.5
WG	30,533	3,011	9.86%	1.7
Female	78,060	15,384	19.71%	0.7
Male	109,010	17,650	16.19%	0.7
	27,079	1,265	4.67%	2.7
	AMC FORSCOM MEDCOM TRADOC USACE USAREUR OTHER Europe Korea North Central Northeast Pacific South Central Southwest West Non-Minority Minority GS WG Female	Total Army*** 187,078  AMC 46,287  FORSCOM 10,808  MEDCOM 26,364  TRADOC 15,626  USACE 32,596  USAREUR 7,052  OTHER 48,341  Population**  Europe 11,017  Korea 1,598  North Central 31,626  Northeast 37,726  Pacific 6,320  South Central 35,746  Southwest 32,255  West 30,014  Population**  Non-Minority 126,621  Minority 52,889  GS 156,364  WG 30,533  Female 78,060  Male 109,010	Total Army***         187,078         33,034           AMC         46,287         6,724           FORSCOM         10,808         1,999           MEDCOM         26,364         3,609           TRADOC         15,626         3,596           USACE         32,596         8,451           USAREUR         7,052         791           OTHER         48,341         7,863           Population**         Responses           Europe         11,017         1,456           Korea         1,598         209           North Central         31,626         4,400           Northeast         37,726         6,481           Pacific         6,320         821           South Central         35,746         6,822           Southwest         32,255         7,826           West         30,014         4,984           Population**         Responses           Non-Minority         126,621         25,633           Minority         52,889         6,970           GS         156,364         30,016           WG         30,533         3,011           Female         78,060         15,3	Total Army***         187,078         33,034         17.66%           AMC         46,287         6,724         14.53%           FORSCOM         10,808         1,999         18.50%           MEDCOM         26,364         3,609         13.69%           TRADOC         15,626         3,596         23.01%           USACE         32,596         8,451         25.93%           USAREUR         7,052         791         11.22%           OTHER         48,341         7,863         16.27%           Population**         Responses         Response Rate           Europe         11,017         1,456         13.22%           Korea         1,598         209         13.08%           North Central         31,626         4,400         13.91%           Northeast         37,726         6,481         17.18%           Pacific         6,320         821         12.99%           South Central         35,746         6,822         19.08%           Southwest         32,255         7,826         24.26%           West         30,014         4,984         16.61%           Non-Minority         126,621         25,633 <t< th=""></t<>

<sup>\*</sup>AF: response rates for MACOM, Region, Race, Pay Plan and Gender refer to Appropriated Fund (AF) employees only. Non-Appropriated Fund (NAF) response is represented in the last row.

Installation response rates and margins of error can also be obtained from the Army Point of Contact, Mr. Murray Mack at (703) 325-8684 (DSN 225-8684) or email <a href="mailto:murray.mack@asamra.hoffman.army.mil">murray.mack@asamra.hoffman.army.mil</a>.

<sup>\*\*</sup>Population figures as of August, 2003. These population figures do not account for employee losses to Army during the survey administration period and therefore should be considered conservative.

<sup>\*\*\*</sup>Populations and responses in each table may not necessarily sum to the Total Army population and Total Army responses because of missing and skipped items.

**Item Scoring** – To accurately interpret data, it is necessary to understand how items are scored. The multiple-choice (scaled) items asked employees to respond on a scale of 1-5 with 5 being most favorable (Strongly Agree; Very Good) and 1 being least favorable (Strongly Disagree; Very Poor). For these types of items, the five response categories were collapsed into three, as shown below. The percentage of responses in each category (Favorable, Neutral, Unfavorable) are then presented in 3-part bars.

Favoi	rable	Neutral	Unfavorable			
5	4	3	2	1		
Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree		
Very Good	Good	Neither Good Nor Poor	Poor	Very Poor		

Organization of the Report — Results for each group and sub-group in this report are compared to Army Overall.

Results are presented in the following sections:

- Results Summary: This section contains overall summary information which includes:
  - ✓ Ten most favorable/ten most unfavorable items: This section displays in rank-order the ten most favorable items and ten most unfavorable items for Total Army and for each subgroup comparison.
  - ✓ Composite summaries: A quick overview of the Composite results for Total Army and for each subgroup comparison. Composites are presented in the same order as they appeared in the survey. Three-part bar graphs display average percentages of favorable, neutral, and unfavorable responses to the composites. The last column indicates the number of individuals in each group [Total Army and for each subgroup comparison] who responded to the items in the composite.
  - ✓ Historical comparisons to the 2001 survey composites are displayed where possible in the column labeled "Pct Fav Diff from 2001". If there is not a match between a 2003 and 2001 composite, this column displays a dash (--).
- ltem Detail: This section provides a detailed look at results for each question, including a composite summary at the beginning of each group of items.
  - ✓ For the scaled items (5=Strongly Agree, 4=Agree....), three-part bar graphs again display percentages of favorable, neutral, and unfavorable responses. In addition, the Category Percent column details the percentage of responses in each category, while the next columns display item means, standard deviations, and valid N's (the number of responses to each item).
  - ✓ For the nominal items (e.g., yes/no), the percentage of individuals selecting each response option is displayed by a one-part bar, with the actual number who selected each option listed in the last column.
  - ✓ Historical comparisons to the 2001 survey questions are displayed where possible in the column labeled "Pct Fav Diff from 2001". If there is not a match between a 2003 and 2001 item, this column is not present or displays a dash (--).

**Interpreting the Results:** Surveys are valuable when data are analyzed, results are communicated to employees, and information is acted upon in the spirit of continuous improvement. The purpose of this section is to provide some general guidelines on interpreting data. The guidelines below are consistent with well-established industry standards for employee opinion survey research.

Begin by getting an overview of the results by reviewing the 10 Most Favorable/10 Most Unfavorable Items. Then use the following steps to thoroughly interpret the survey results.

1. Using the information in the Results Summary section, classify the Composites using the following criteria:

**Strengths:** At least 60% favorable response AND less than 20% unfavorable response. These are the issues that are working well for the majority of respondents, and should be maintained and reinforced.

**Opportunities for Improvement:** 30% or higher unfavorable response OR at least 20% unfavorable and less than 50% favorable response. These are the issues where action is indicated, either because the negative perceptions are large (over one-third of the group) or are large enough to overbalance a relatively small positive group.

**Mixed:** Mixed Items are items for which additional examination/clarification is needed to determine the best actions to take. A classic Mixed Item is one that doesn't fall neatly into either the Strength or Opportunities for Improvement category, e.g., 57% favorable/ 20% neutral/ 23% unfavorable.

**Undecided:** If the neutral category is 30% or more, the issue is *undecided*, which may be the result of respondents' unfamiliarity with the issue, concerns about confidentiality, inconsistency, or perceptions of the issue as "average." In certain cases, *undecided* items may also be **Opportunities for Improvement**.

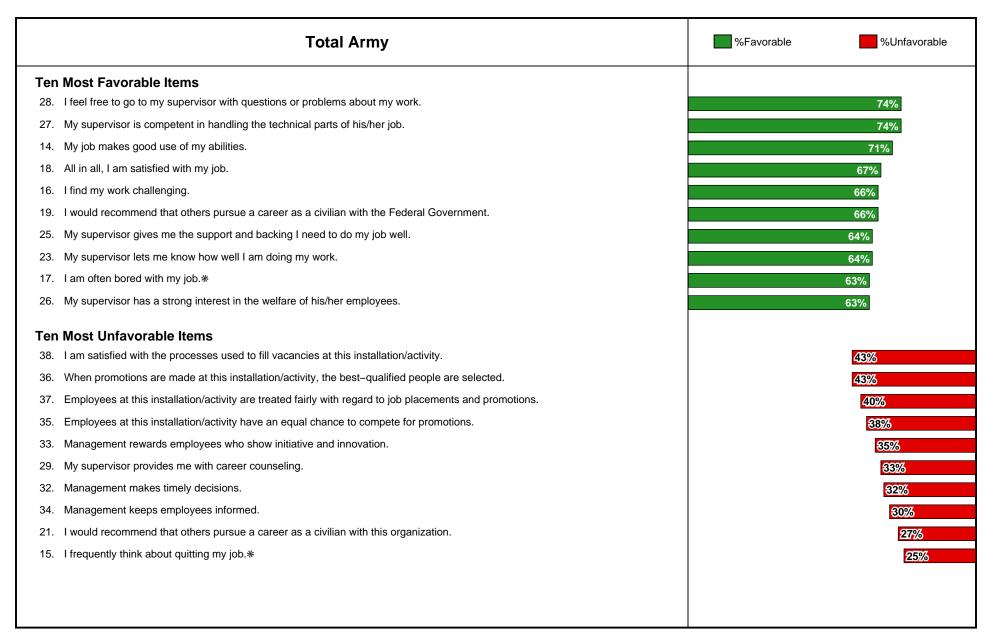
**Divided:** If the favorable and unfavorable percents are almost equal, or there is almost no neutral (e.g., 55% favorable/ 5% neutral/ 40% unfavorable), the issue is *divided*, which indicates that specific constituencies feel differently. This is less threatening in large groups, but in small groups may indicate that teamwork and morale are in danger. In many cases, *divided* items are also **Opportunities for Improvement**.

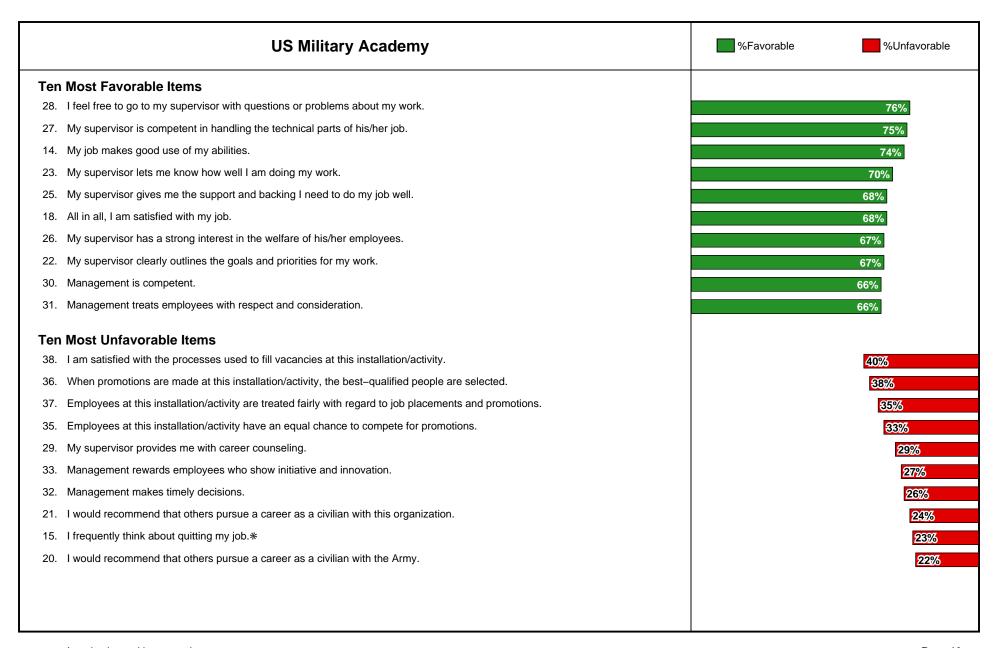
- 2. Review the items within each Composite and classify them using the same criteria you used to classify the Composites.
- 3. Look for themes within Composites. For each Composite, examine your classification of the items and determine whether all of the strengths or opportunities have anything in common.
- 4. Look for trends across Composites. Sometimes themes or patterns emerge that cross several survey Composites. Ask yourself:
  - ✓ Are certain things (for example, a frame of reference like "manager") consistently more favorable or unfavorable?
  - ✓ Do you see any contradictory responses (for example, are first-line supervisors rated differently than management)?
  - ✓ Are the most favorable (or unfavorable) items from a small number of Composites? If they are from a number of different Composites, is there a common underlying theme?

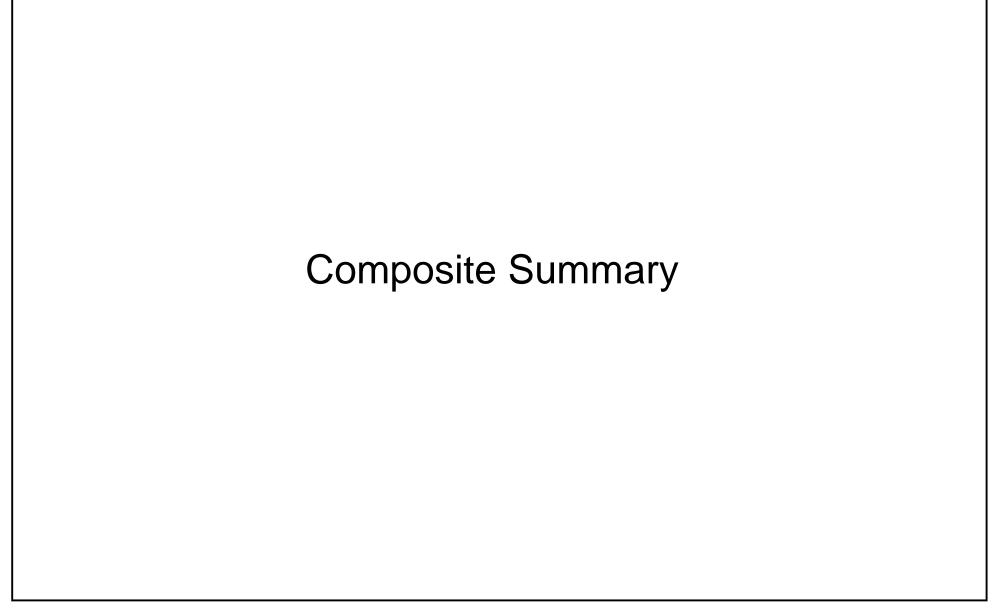
5.	<b>Review supplemental items.</b> Could scores on any of the scaled supplemental items relate to other survey items or themes that you've already identified? Although many of the supplemental items deal with specific issues (for example, Harassment, OnLine Applications), problems in these areas could impact other areas such as <b>Satisfaction with Job</b> or <b>Satisfaction with Management</b> .
6.	<b>Dealing with perceptions</b> . Keep in mind that survey results reflect perceptions, which differ from one person to another. You must deal with the perception, whether or not you agree with or understand its source. Do not expect to understand what everything means. You should get clarification on issues with high neutral responses, contradictory responses, and divided responses by discussing those issues with your immediate group of employees. Many internal and external events, including organizational changes, policy changes, the local economy, and recent news events may have contributed to the results. You should not use these events to rationalize your results, but consider them as potential areas of discussion.
7.	Additional Support. For more information regarding these results and how you may better utilize the information, please phone Mr. Murray Mack at (703) 325-8684 (DSN 225-8684) or email <a href="mailto:murray.mack@asamra.hoffman.army.mil">murray.mack@asamra.hoffman.army.mil</a> .

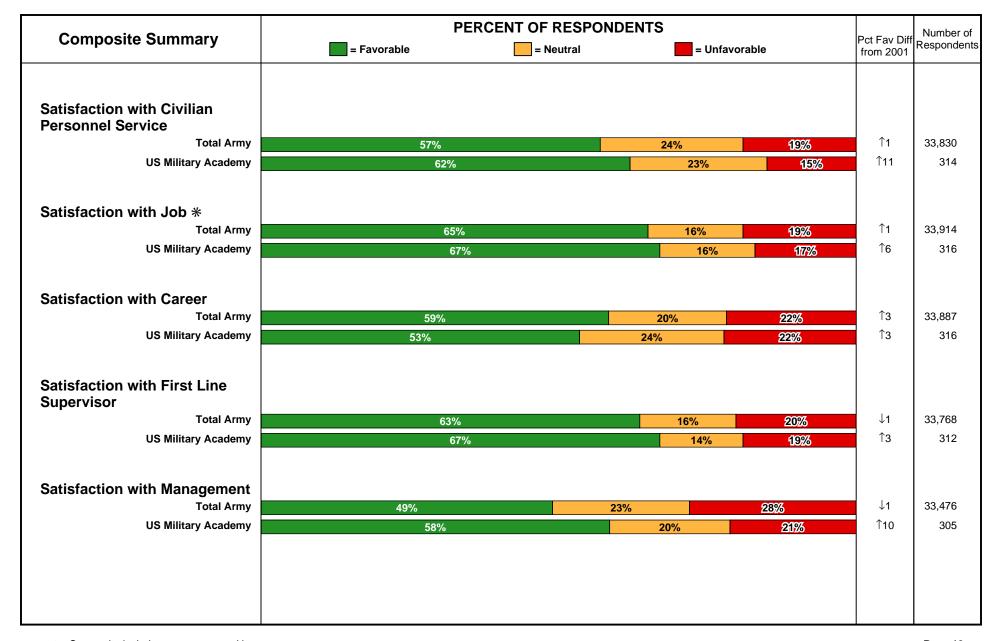


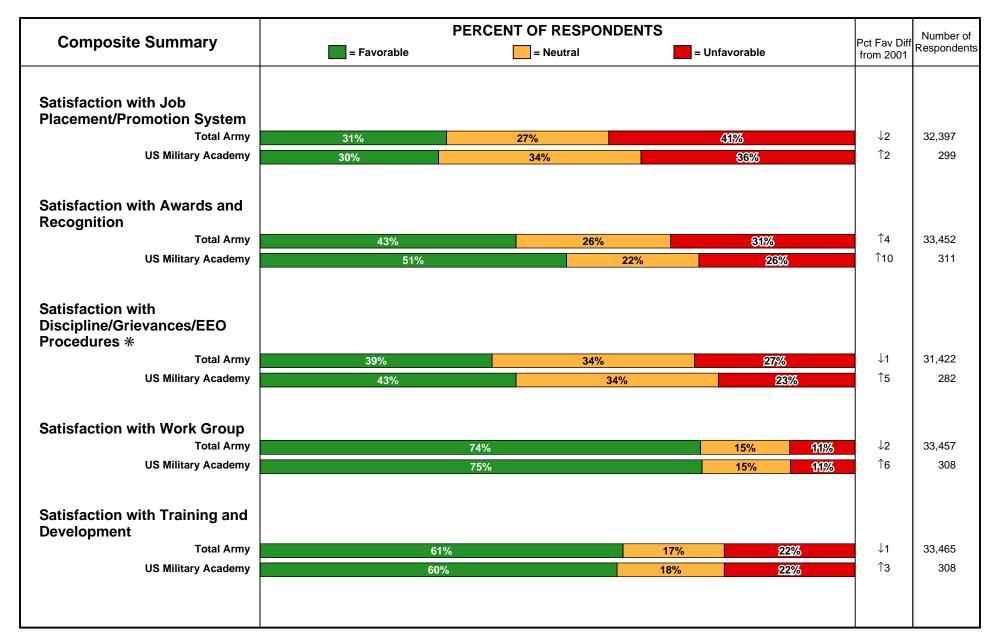
Ten Most Favorable/Unfavorable Items

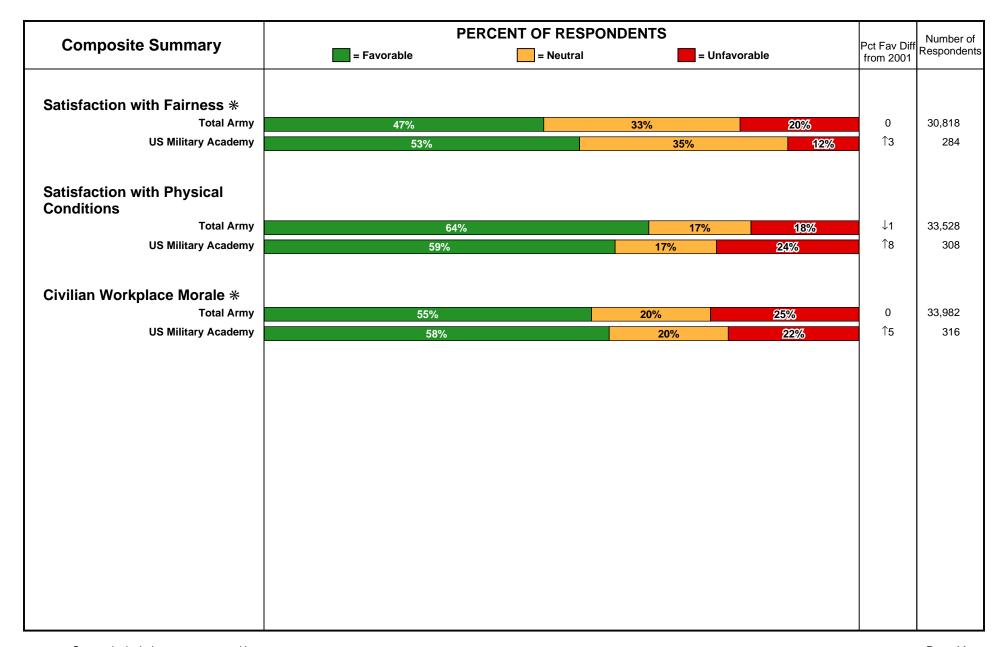


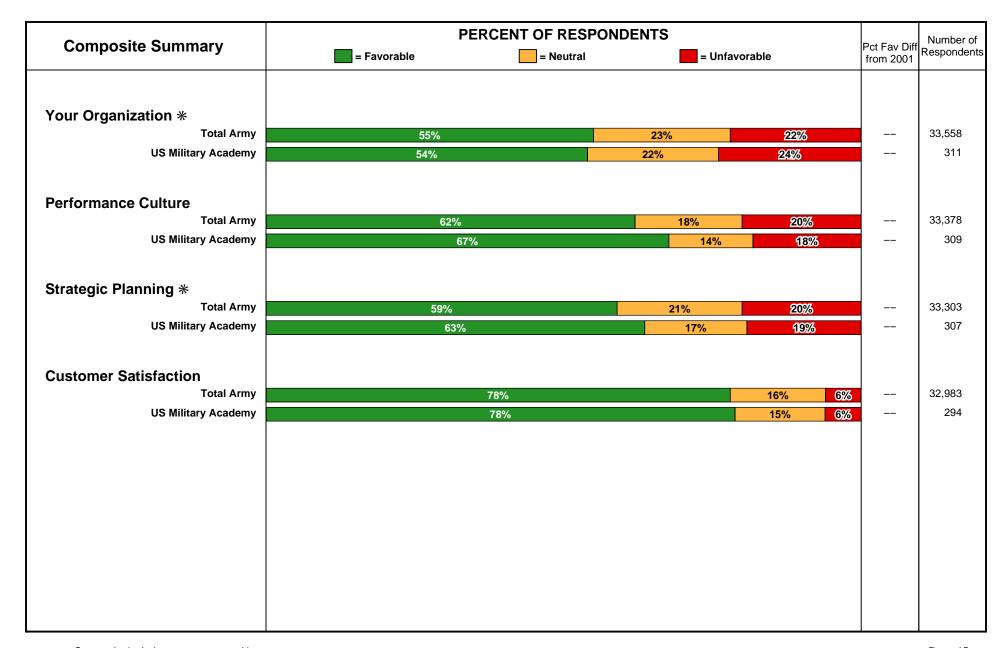


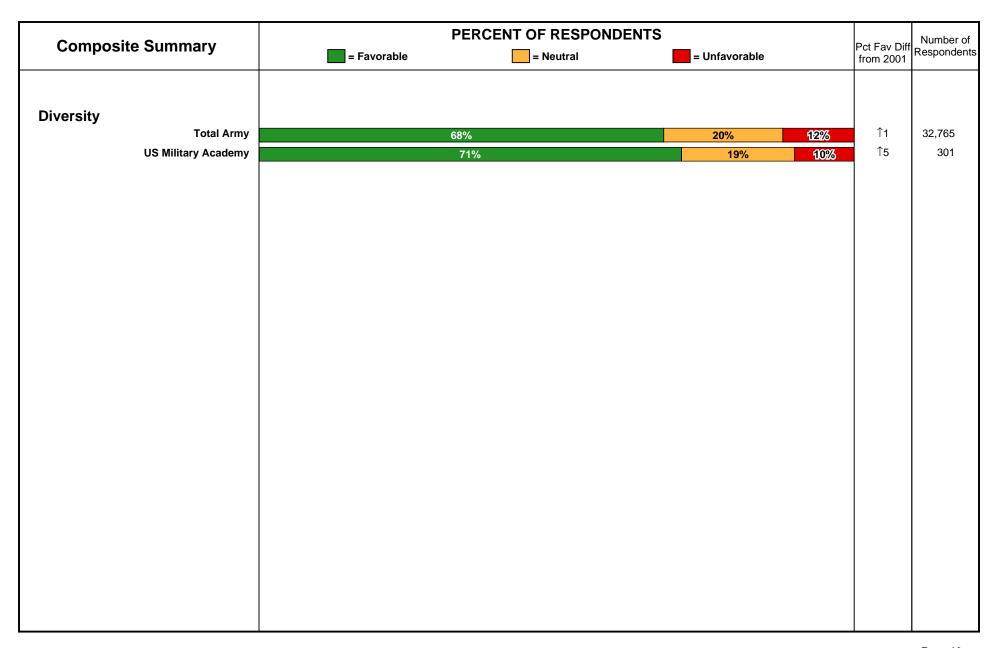


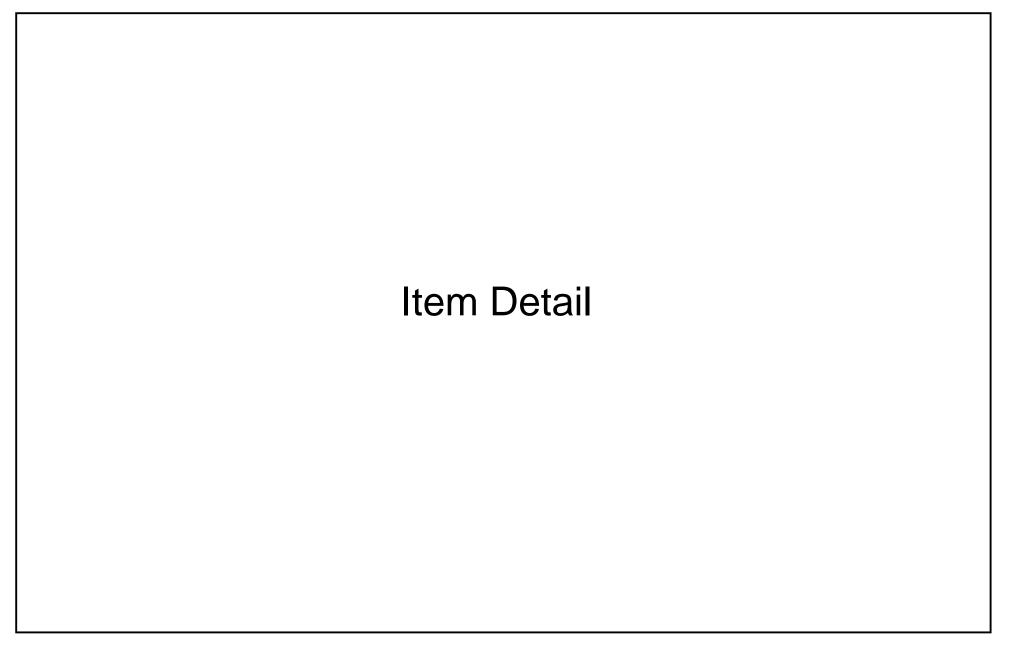


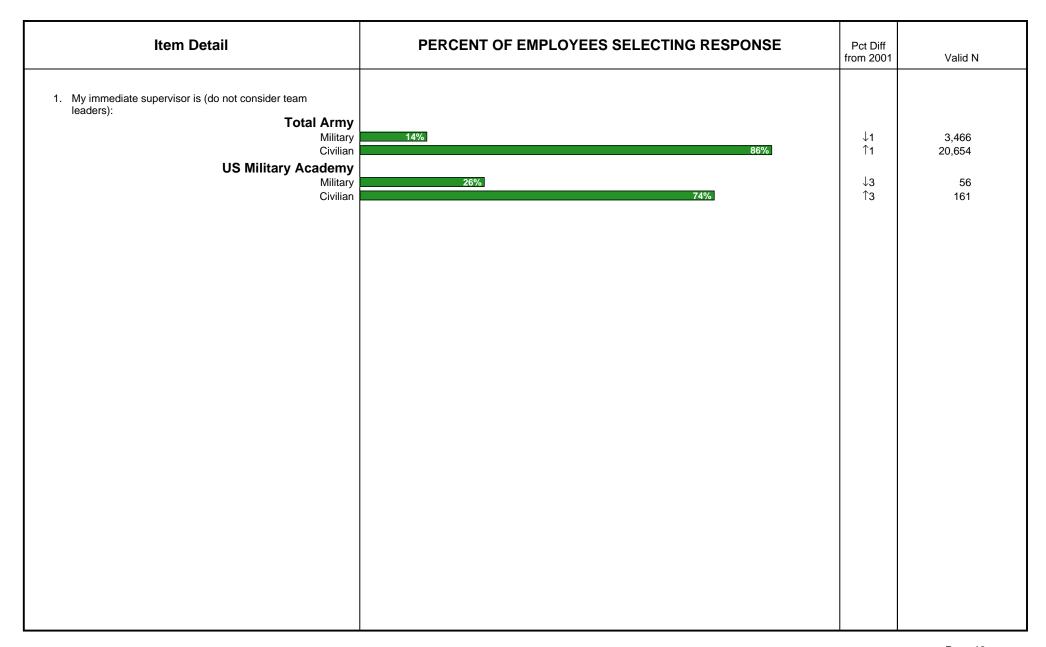


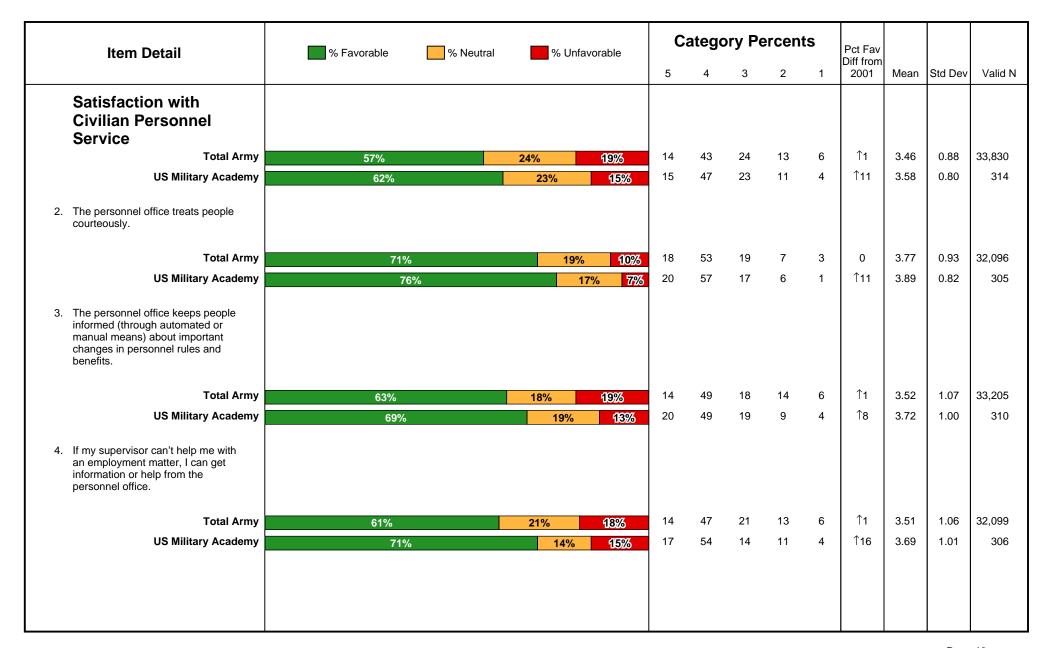


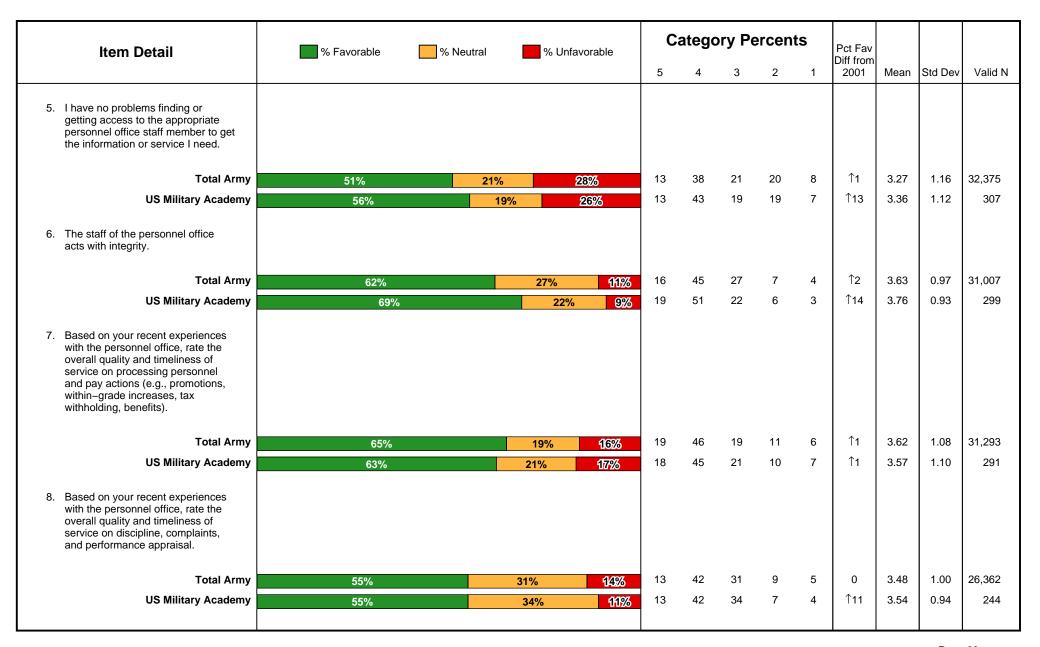


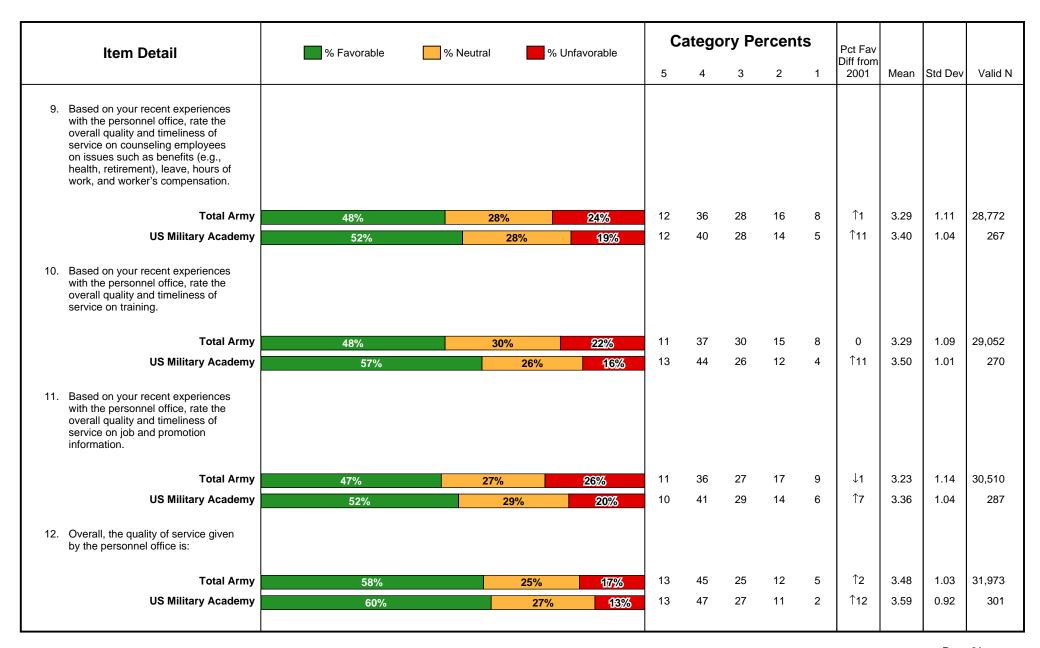




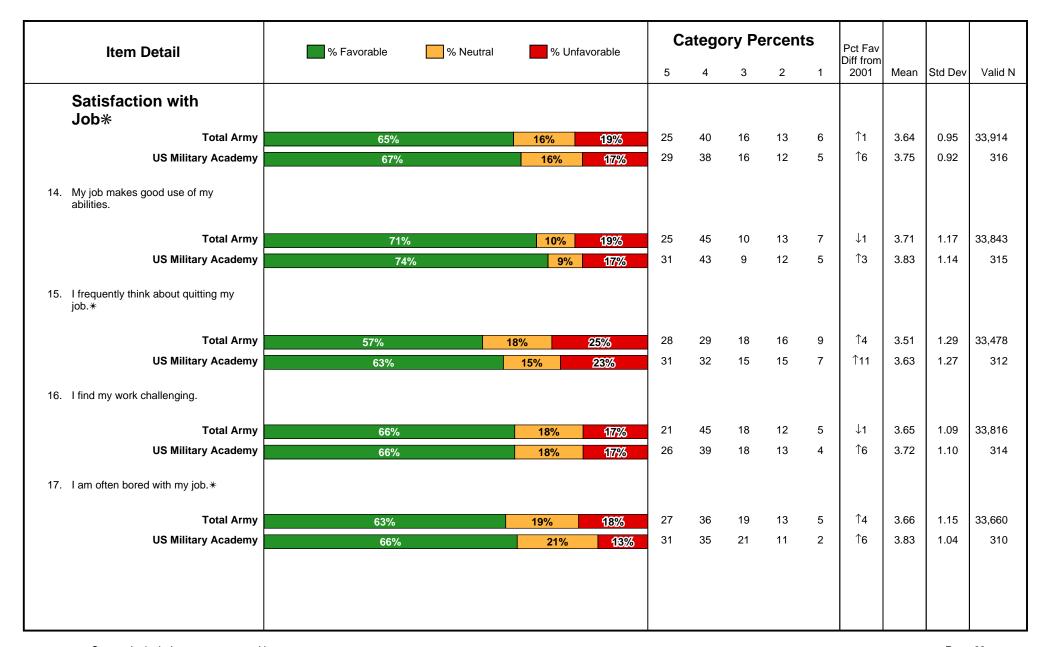








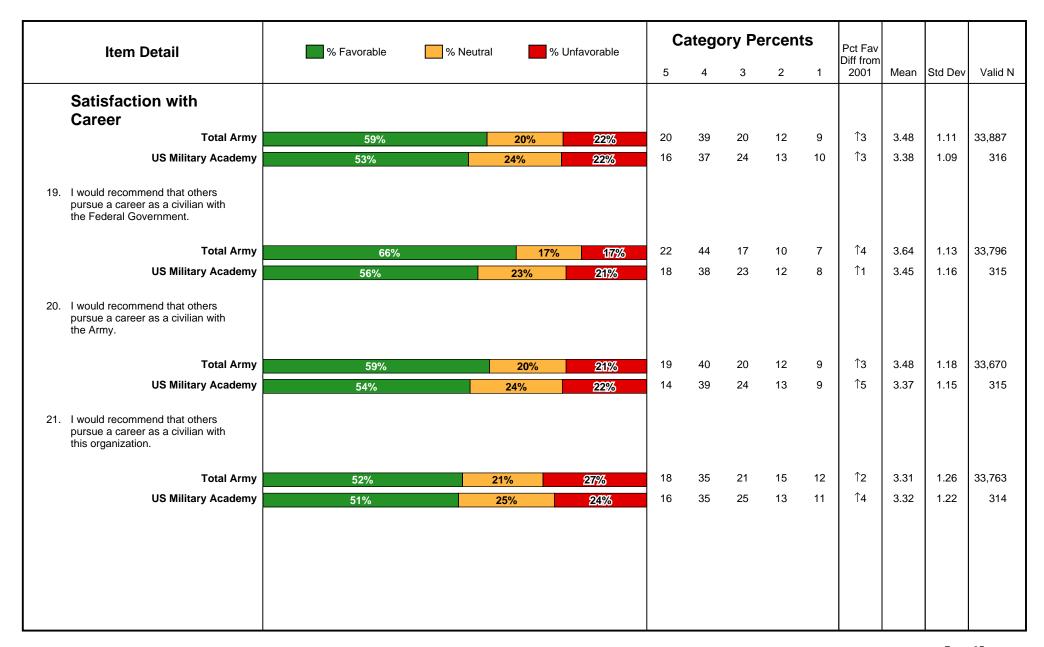
Item Detail	% Favorable	% Neutral % Unfavorable			atego				Pct Fav Diff from 2001	Maan	Std Dov	Valid N	
13. Overall, the timeliness of service given by the personnel office is:					5	4	3	2	1	2001	Mean	Std Dev	valid N
Total Army US Military Academy	54% 57%		26% 25%	20% 19%	12 12	42 44	26 25	13 13	7 5	↑2 ↑13	3.39 3.45	1.07 1.04	31,644 297
OS Williary Academy	31%		23%	19%	12	77	20	10	3	113	0.40	1.04	237

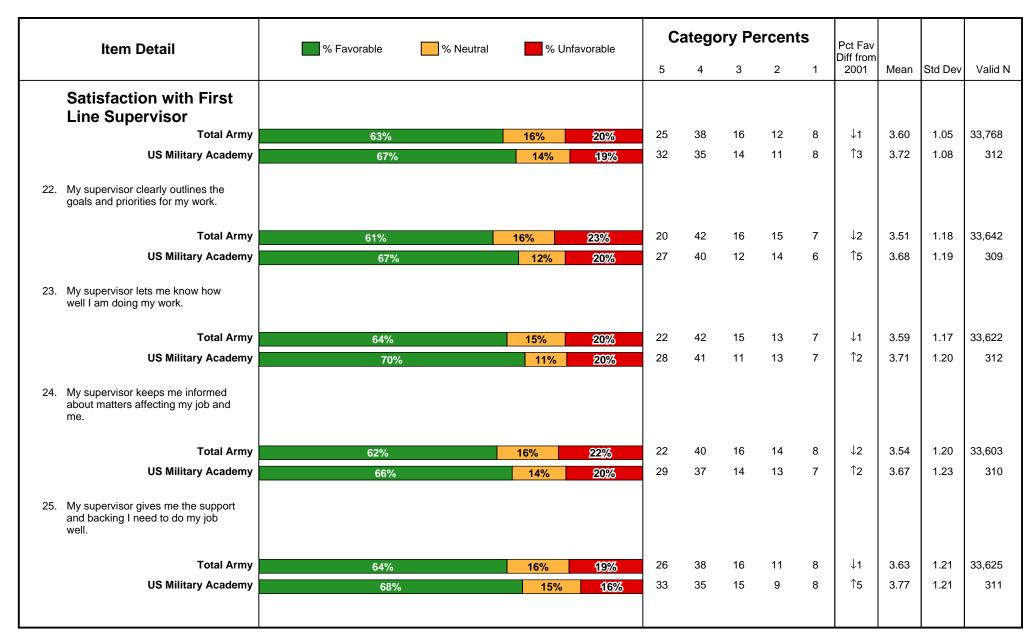


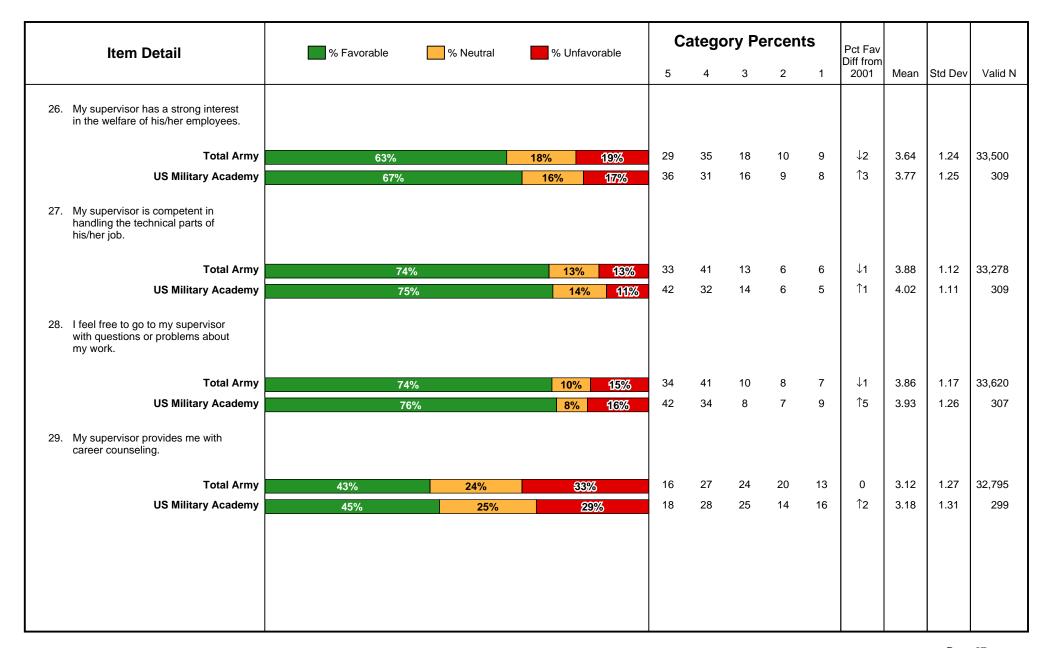
<sup>\*</sup> Composite includes reverse-scored items.

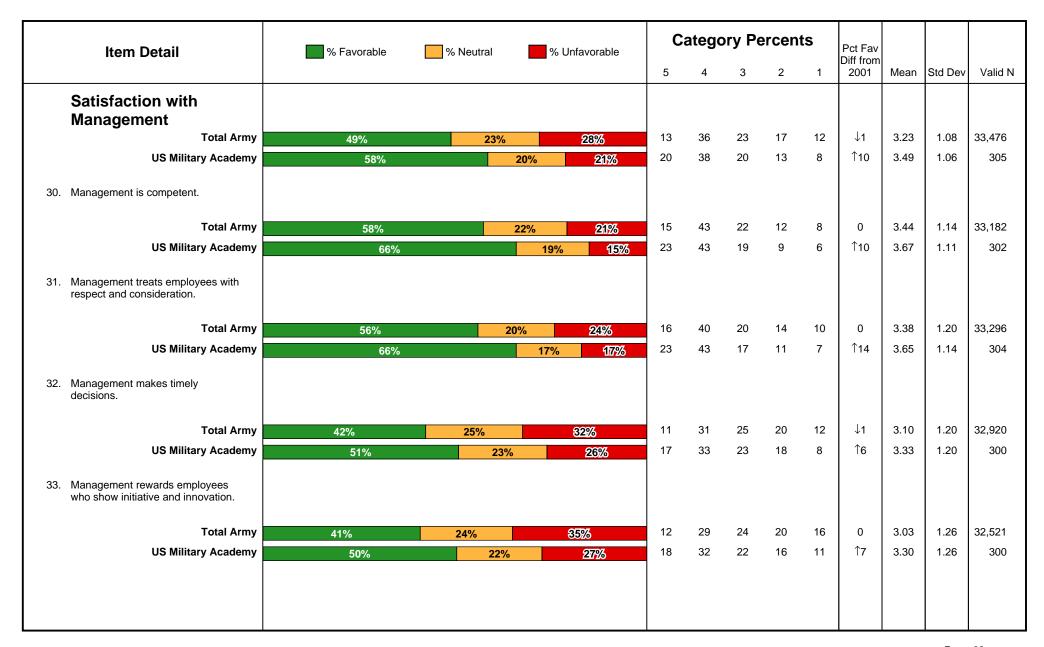
<sup>\*</sup> Item is phrased in a negative manner.

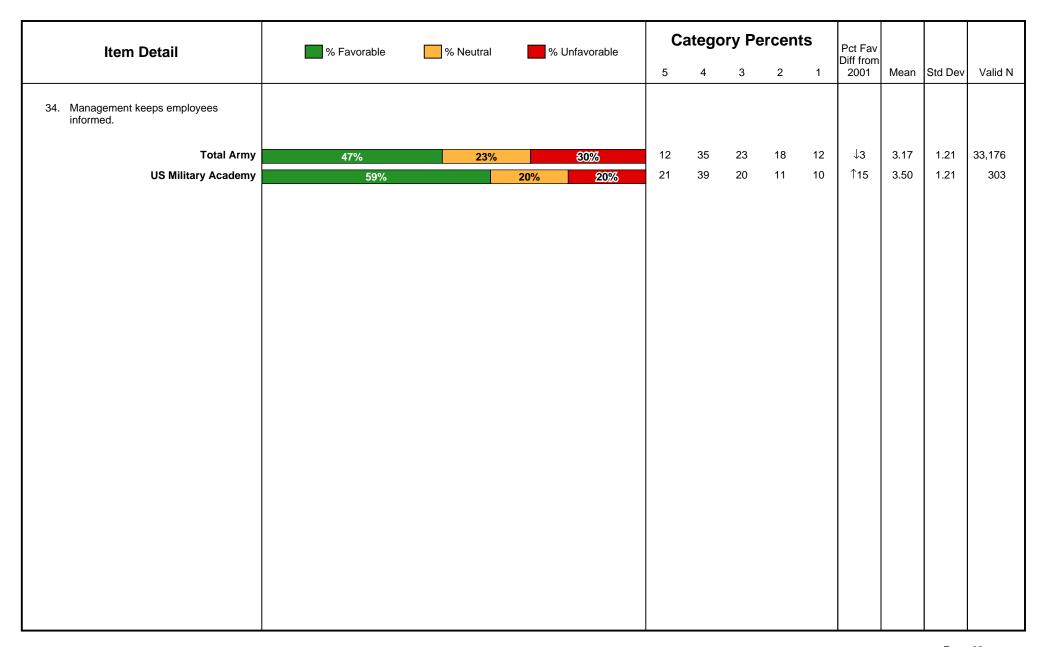
Item Detail	% Favorable	% Neutral	% Unfavorabl	le	Ca 5	itego	ry Pe	ercen 2	<b>ts</b>	Pct Fav Diff from 2001	Mean	Std Dev	Valid N
18. All in all, I am satisfied with my job.													
Total Army	67%			6%	23	44	17	10	6	↓1 ↑5	3.68	1.10	33,766
US Military Academy	68%		17%	15%	26	43	17	9	6	15	3.73	1.12	316

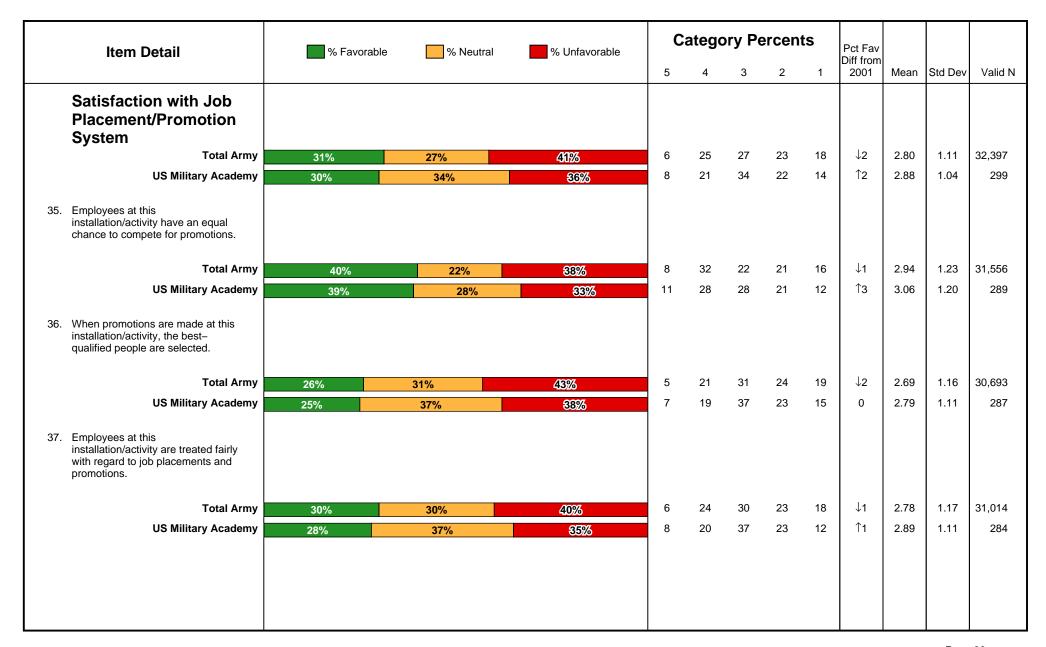


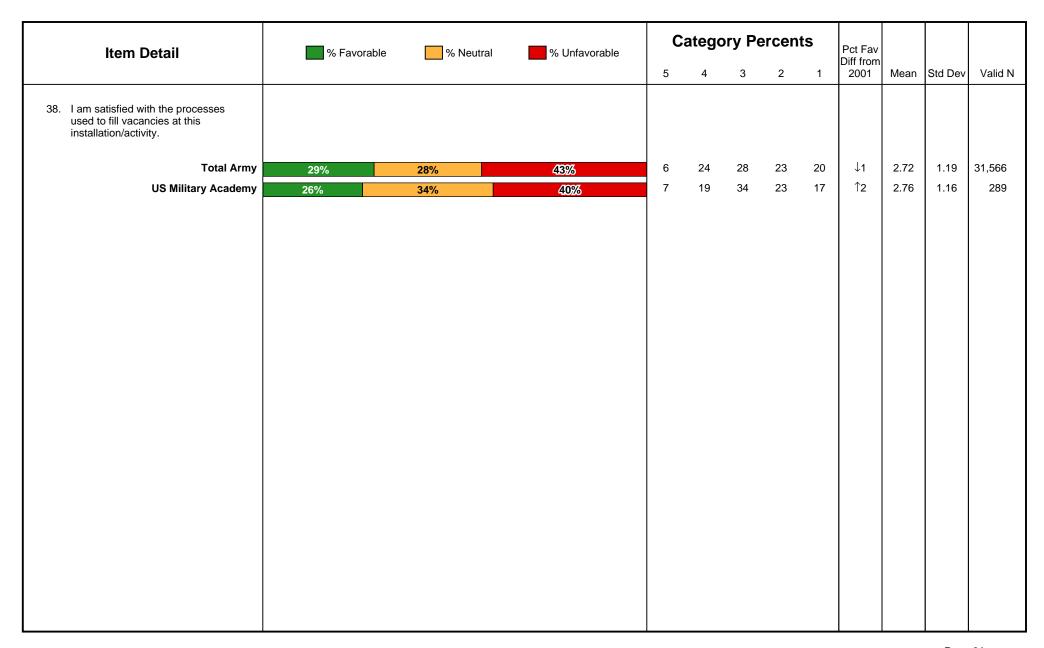


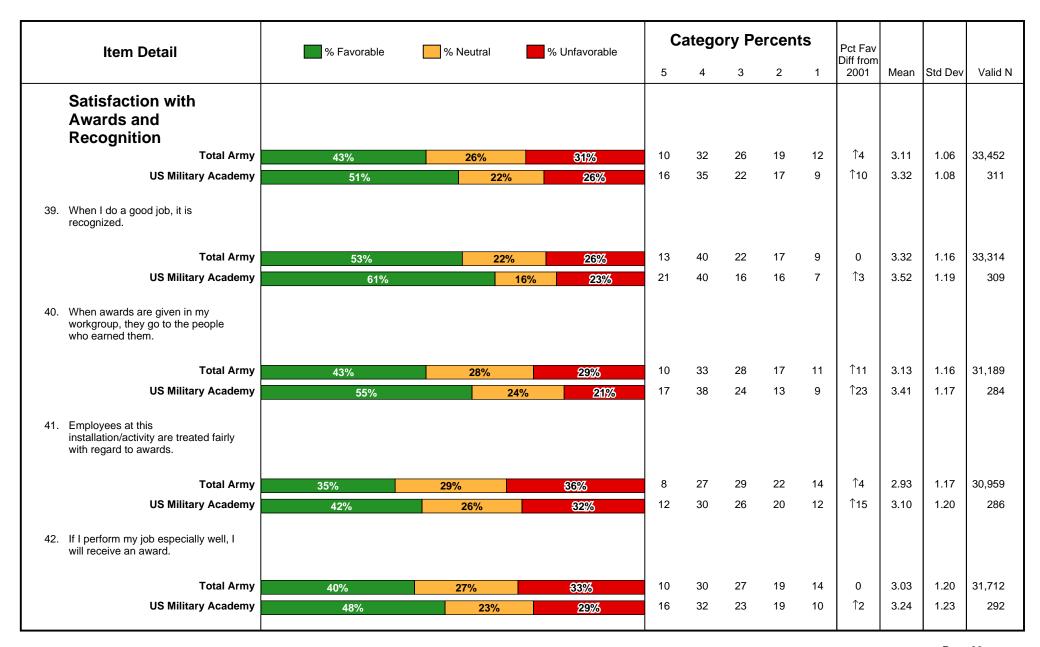


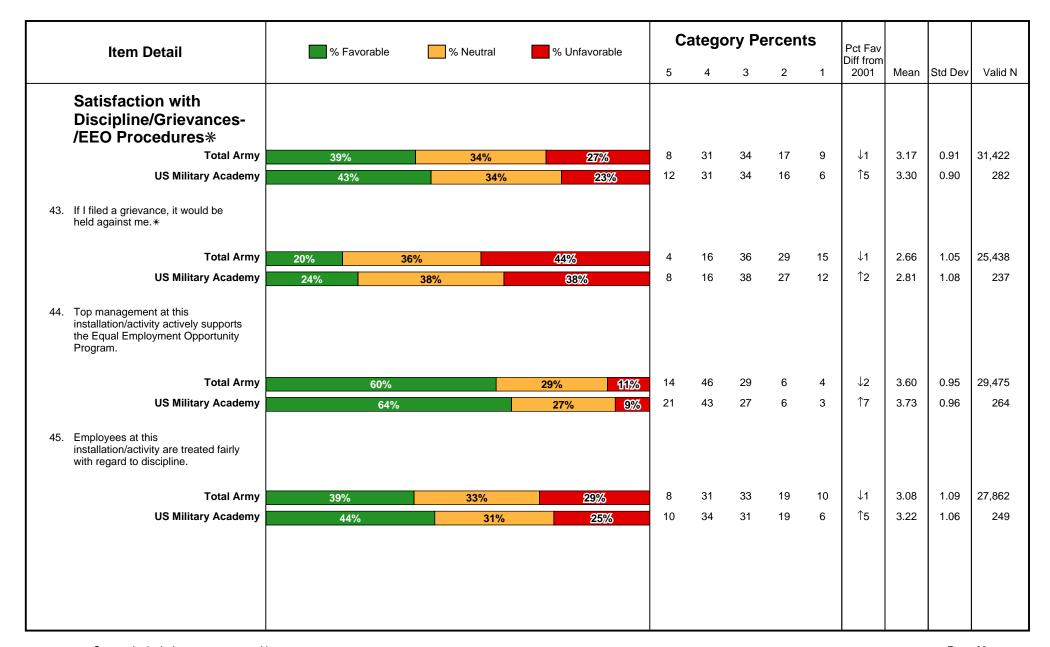






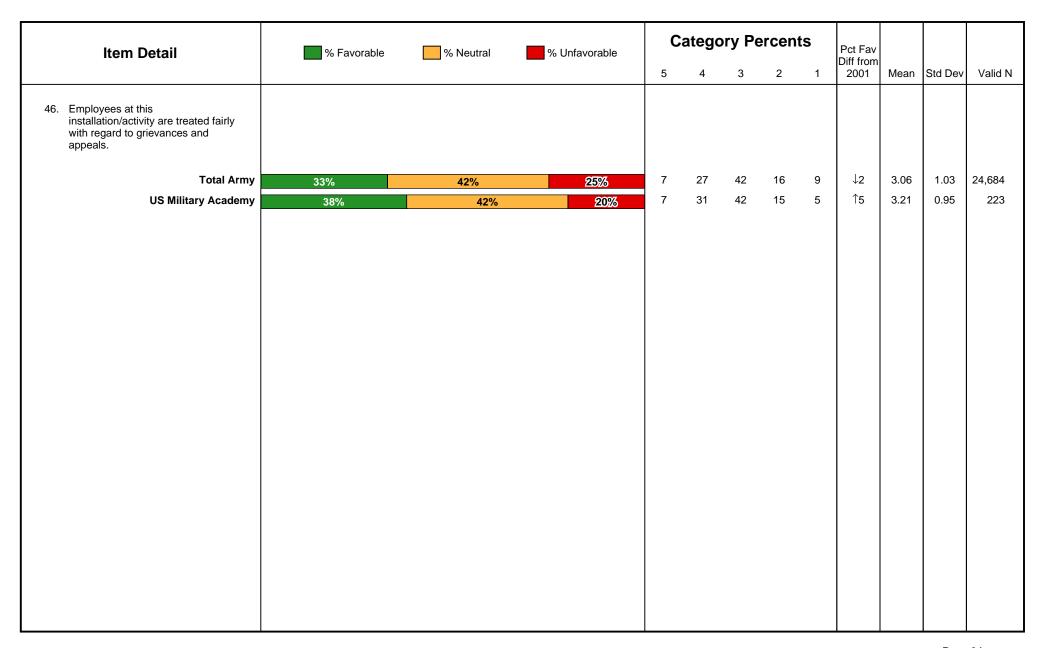




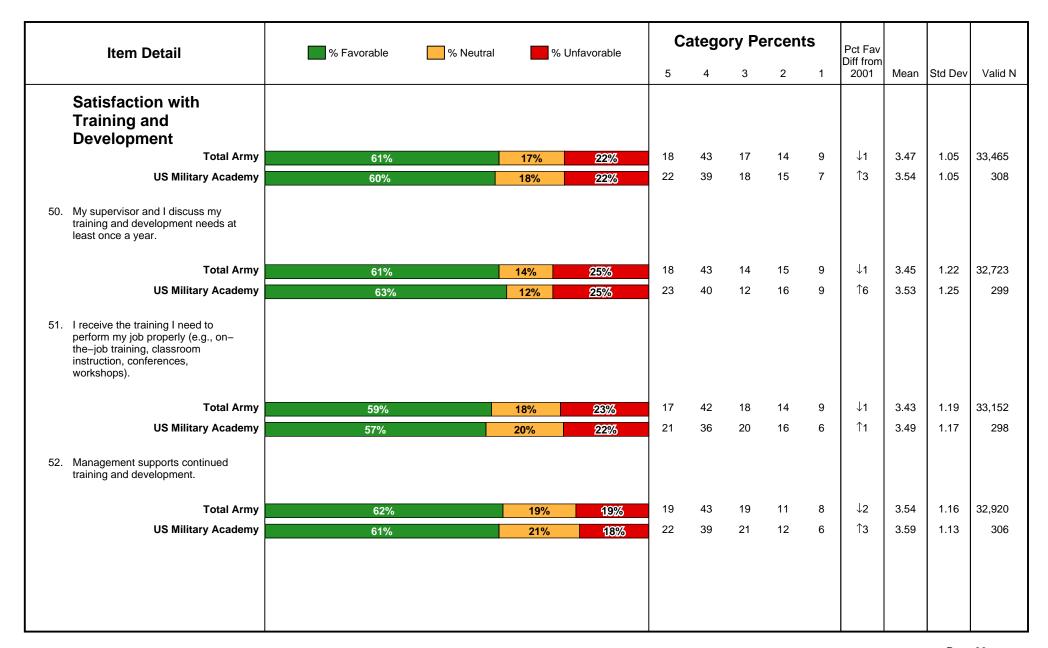


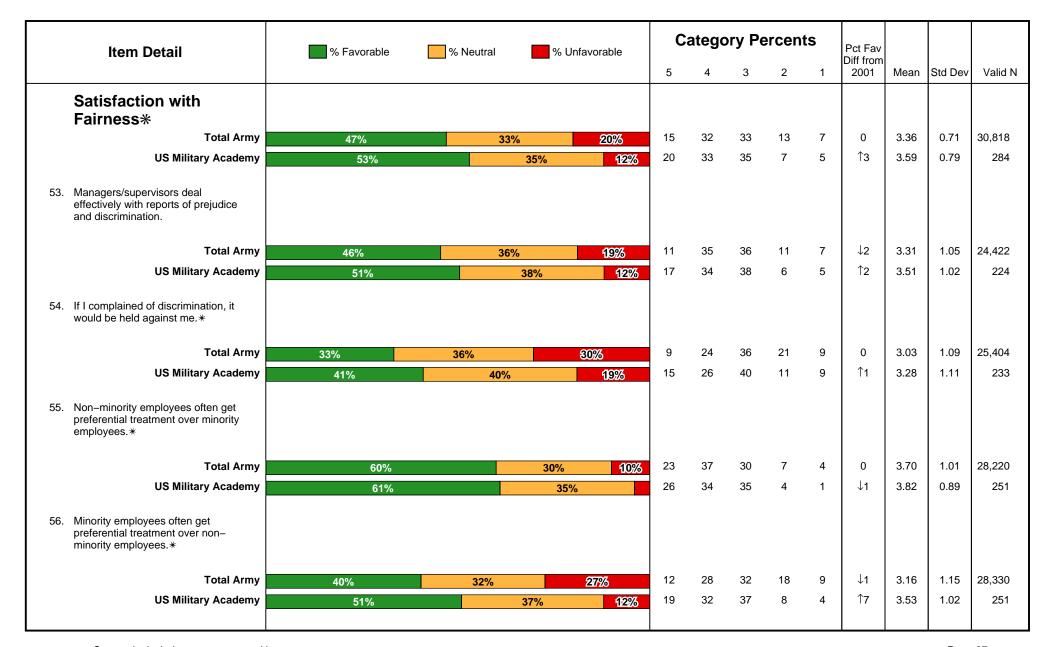
<sup>\*</sup> Composite includes reverse-scored items.

<sup>\*</sup> Item is phrased in a negative manner.



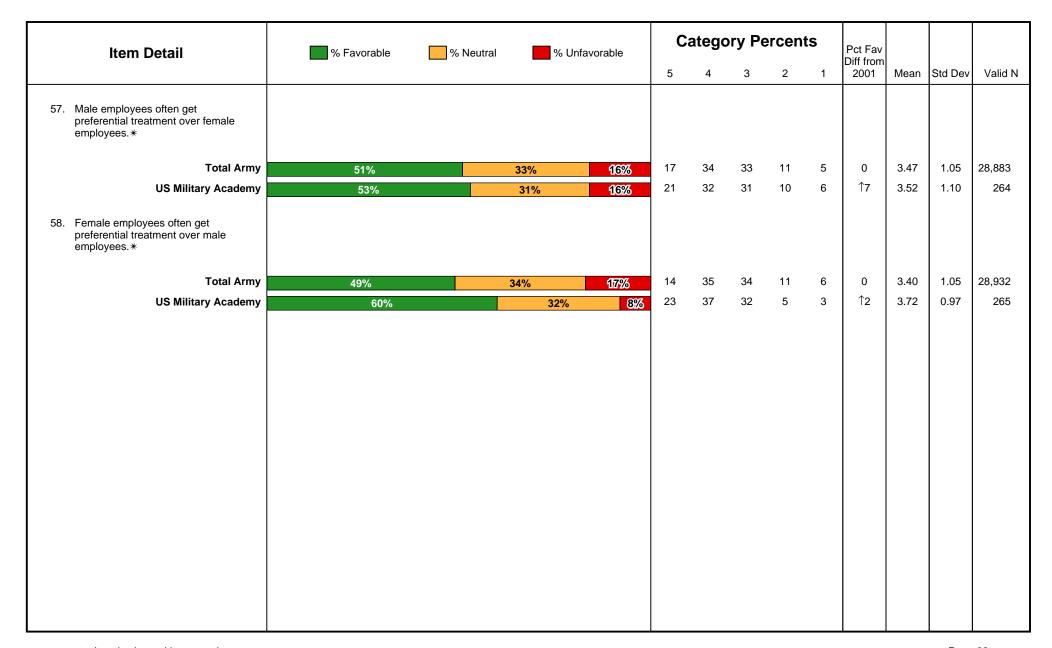


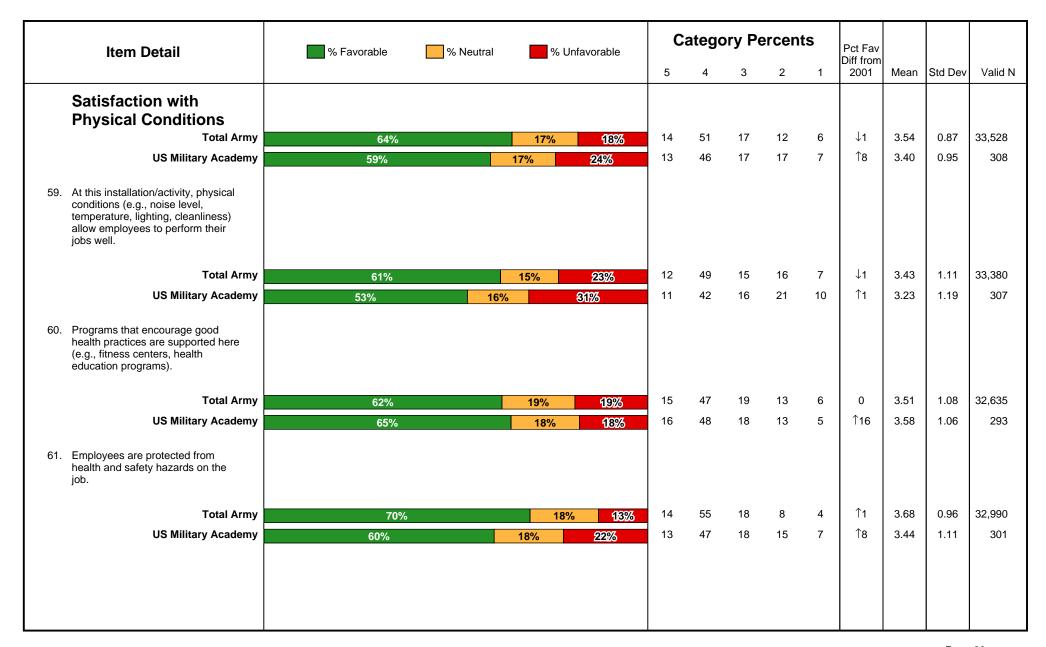


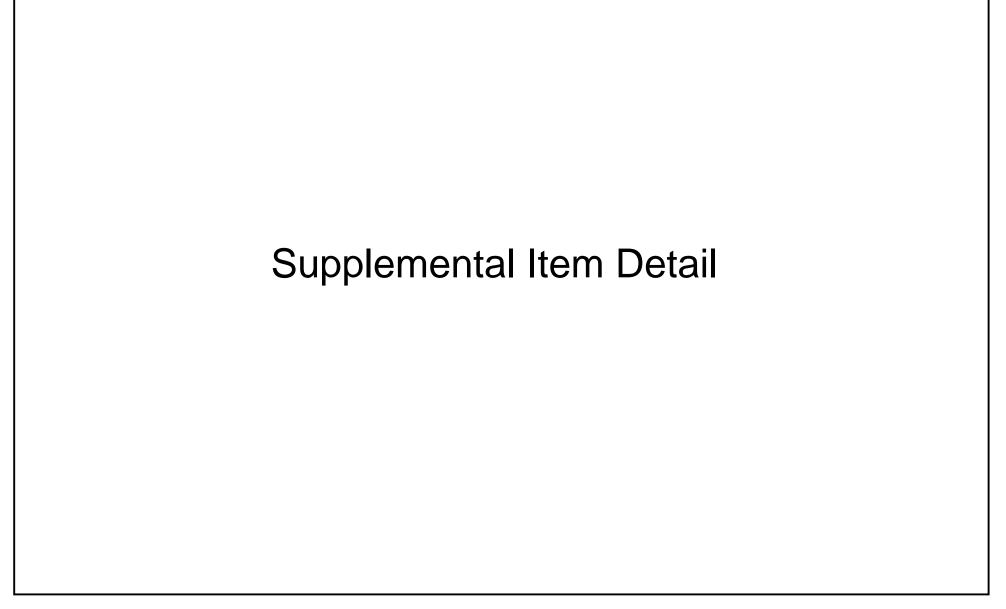


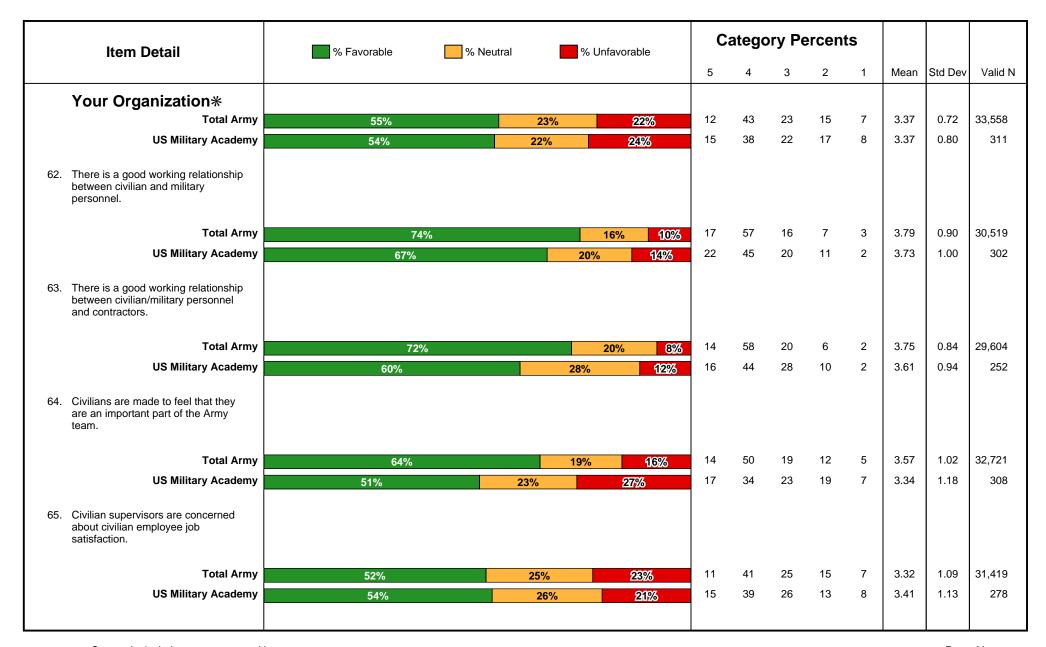
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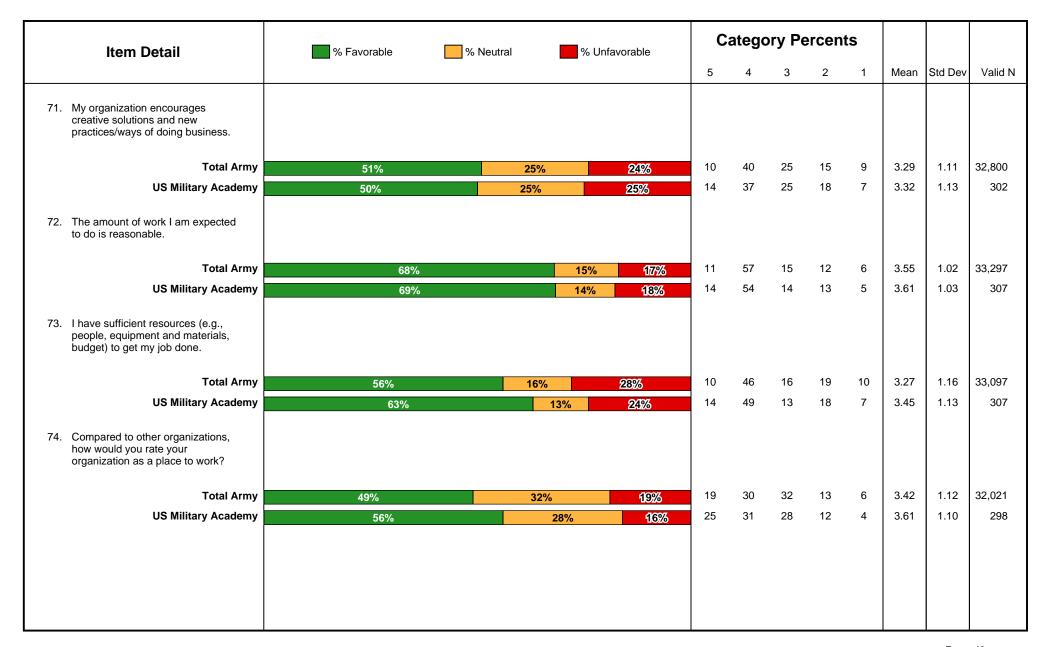


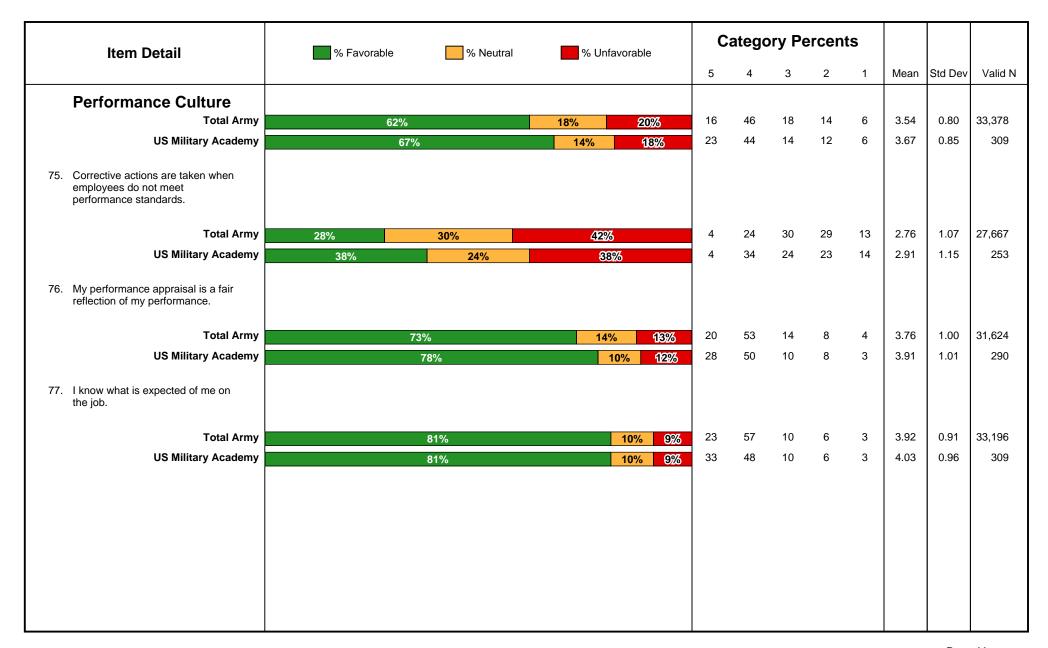


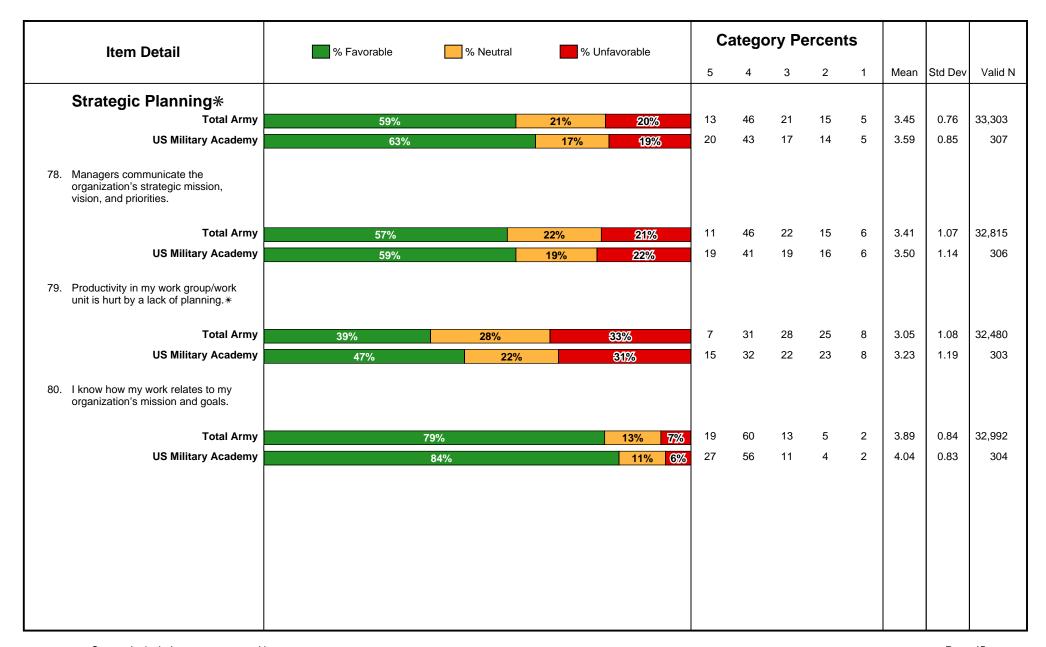






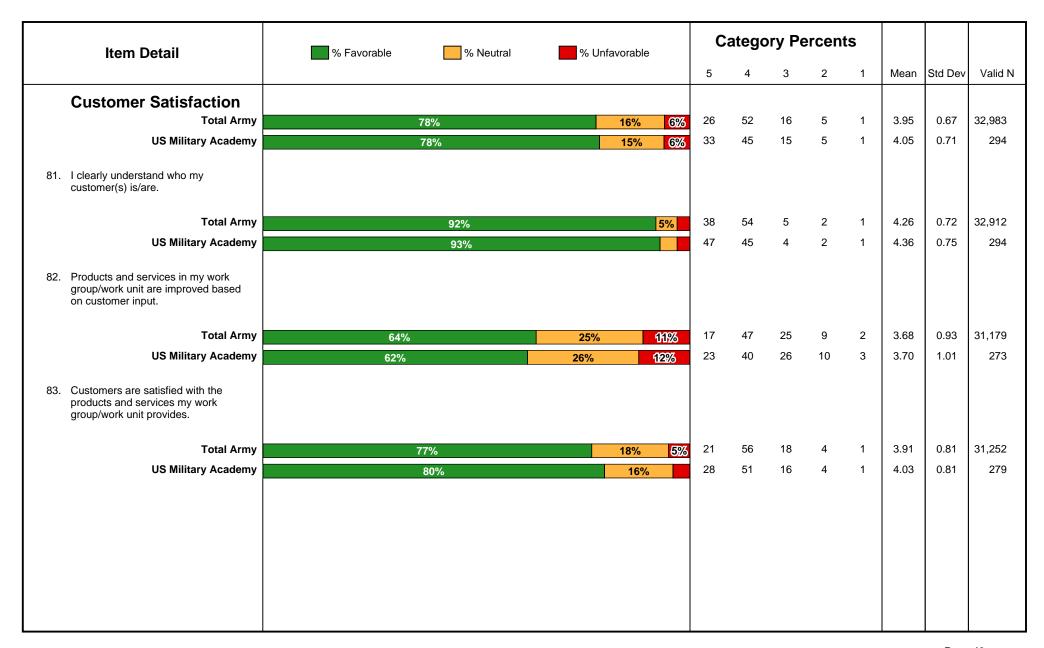




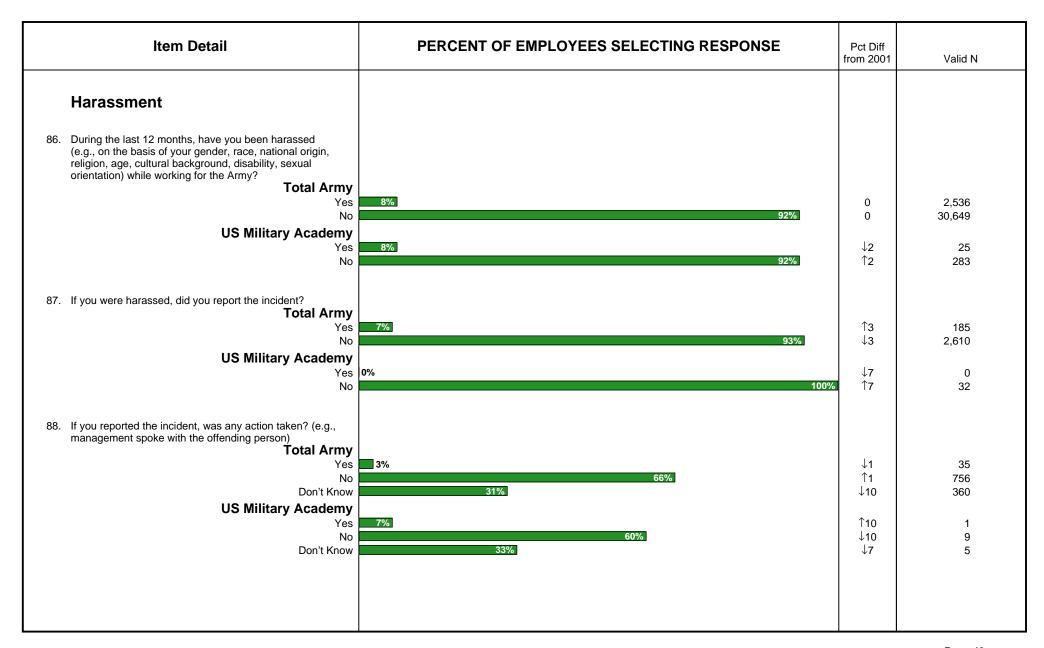


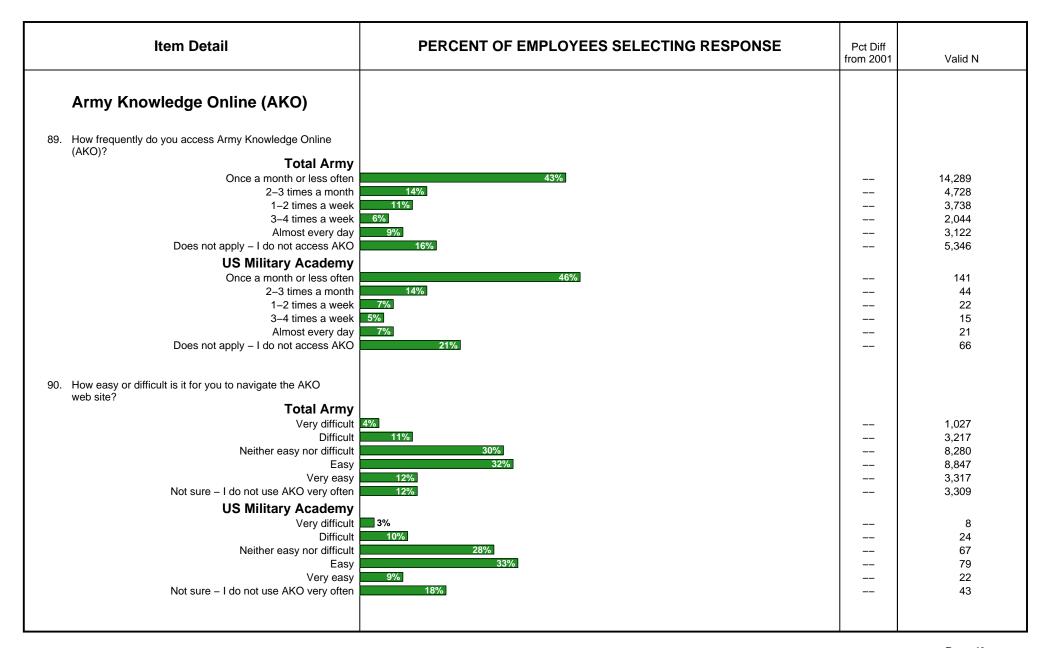
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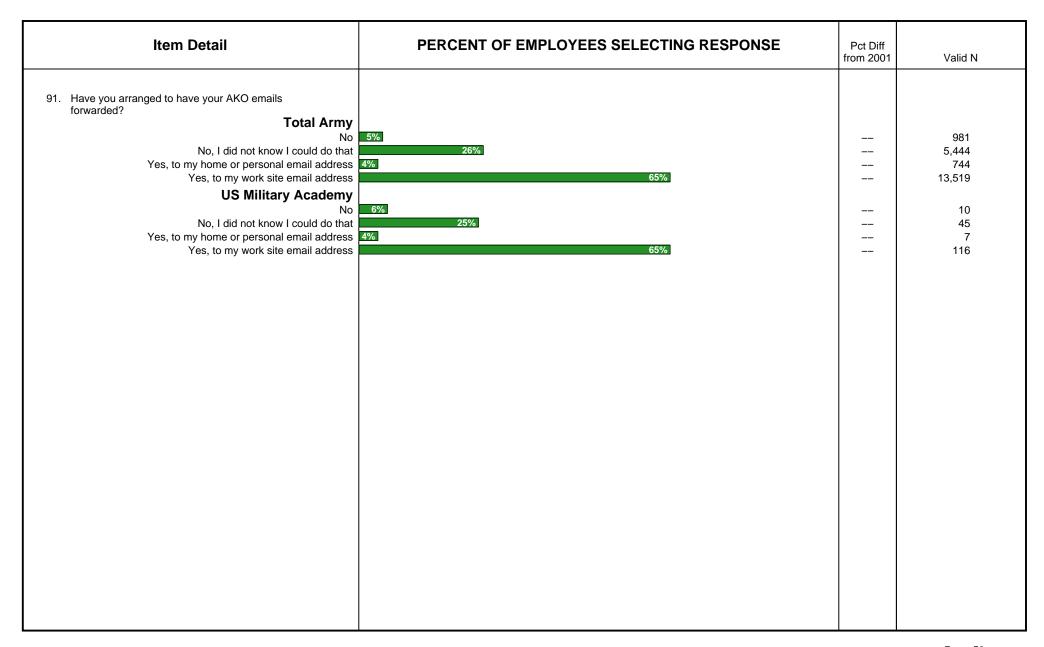
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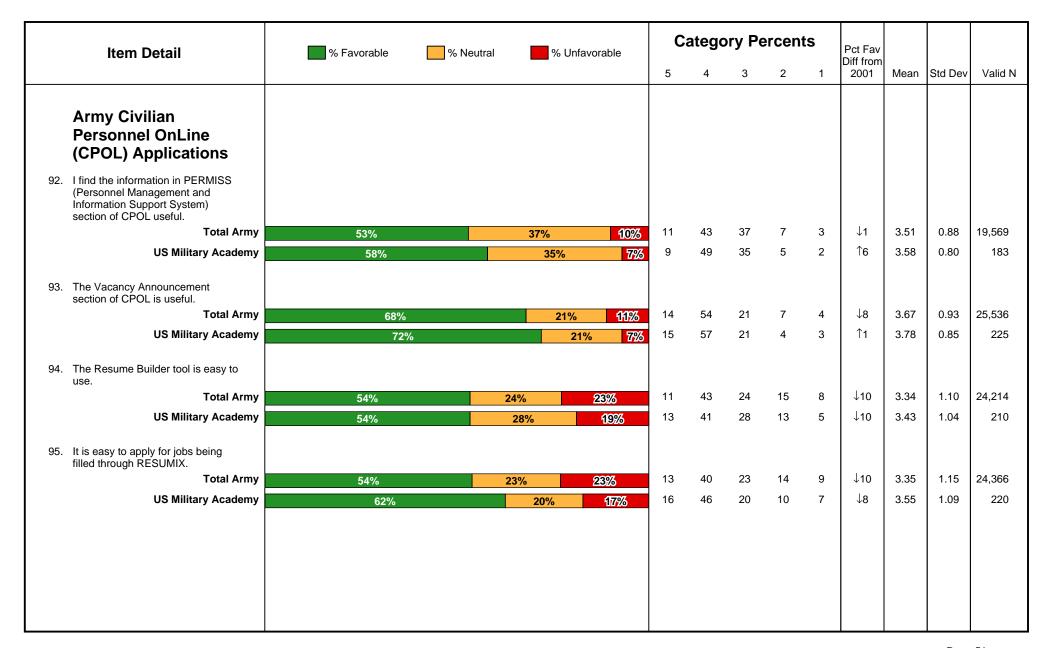


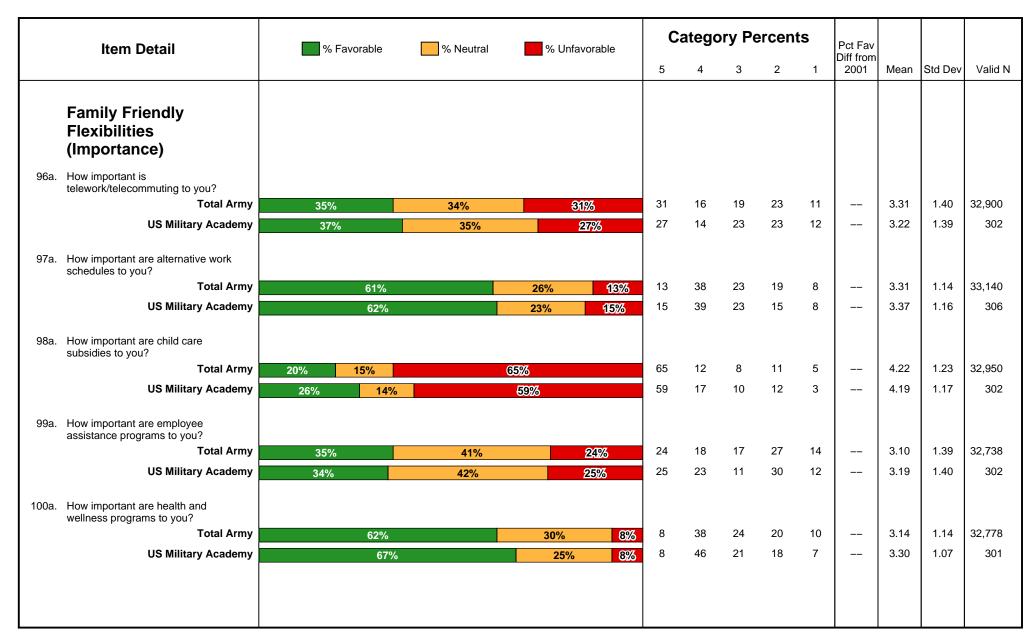


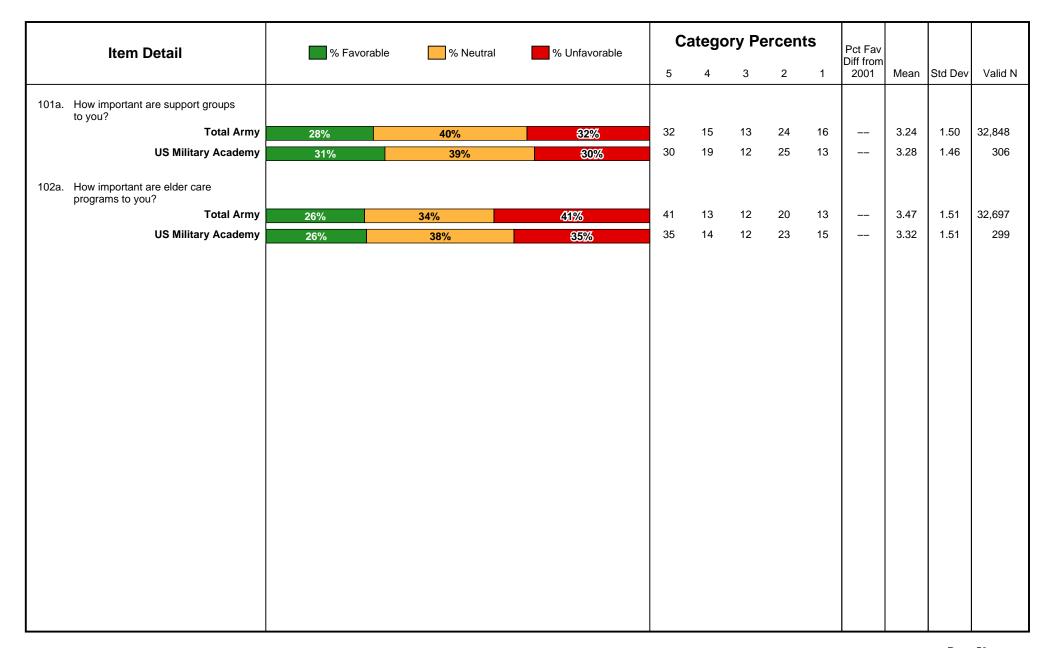


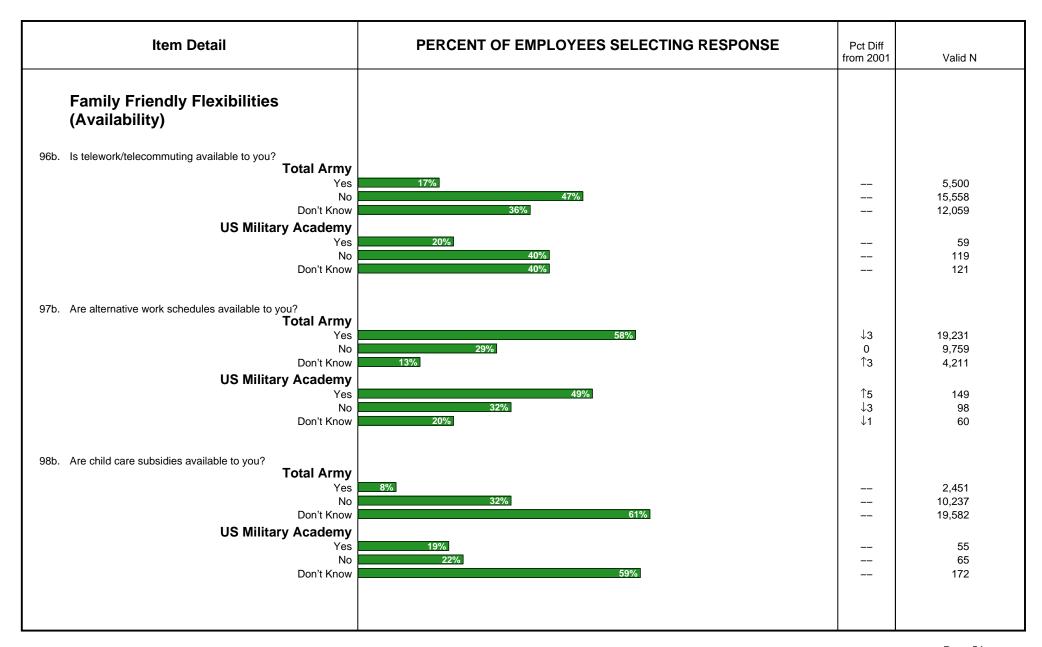


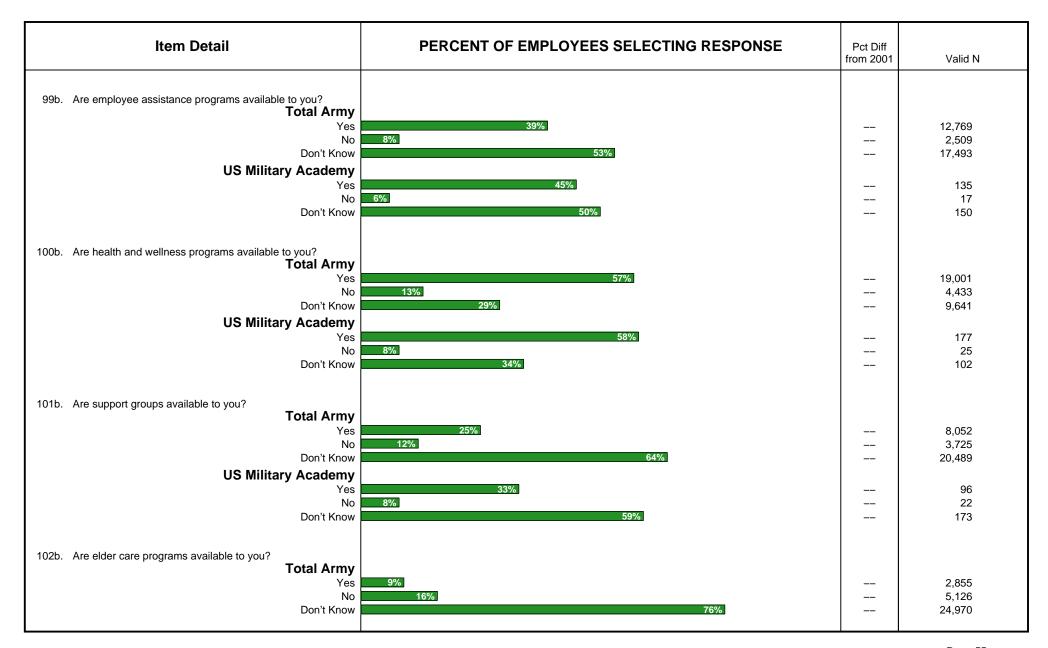












Item Detail	PERCENT OF EMPLOYEES SELECTING RESPONSE	Pct Diff from 2001	Valid N
102b. Are elder care programs available to you?  US Military Academy  Yes  No  Don't Know	10%	  	30 33 230

